

OFFICE OF REPORTS AND ESTIMATES  
*Office Operating Procedure*  
O.R. E. Instruction No. 31-47

Date: 15 July 1947

SUBJECT: Functions of the Reference Center, ORE

Reference: ORE Instruction 4-47

The following memorandum from [redacted] Assistant Executive Director, Central Intelligence Group, to the Assistant Directors and the Chief of ICAPS, subject as above, 25 June 1947, is quoted in its entirety for the information and guidance of all concerned.

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"1. Reference is made to paragraph 2j, CIG memorandum dated 19 December 1946, addressed to all Assistant Directors, subject: Functions of the Office of Reports and Estimates. (This memorandum was quoted in its entirety and issued as ORE Instruction 4-47.)

"2. In order to establish a clearer understanding of the functions and capabilities for service to be developed by the Reference Branch, ORE, there is attached for your information a detailed statement of functions for this Branch, including its subdivisions.

"3. The Reference Branch is now prepared to begin operations in each of its stated functions. All CIG activities will make such adjustments in current operational procedures as may be necessary to conform therewith."

1 Attachment  
Statement of Mission

[redacted]  
Assistant Director  
Reports and Estimates

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OER *Conc. Staff file*  
[redacted]

SECRET

15 July 1947

CENTRAL INTELLIGENCE GROUP

REFERENCE CENTER, CIG

Statement of Mission

To be the repository for all intelligence and intelligence information to be permanently filed by CIG, to maintain records of all available intelligence sources, intelligence information and intelligence; to provide a reference library for CIG (and to establish, in coordination with JCS, procedures for utilization of its materials and catalogues by other agencies).

OFFICE OF THE CHIEF

The Office of the Chief will:

1. Establish the central reference activities for CIG, and maintain appropriate liaison, administrative and policy making activities.
2. Establish a machine operations center for recording and filing intelligence information and intelligence in a readily accessible state for later listings, tabulations and statistical reporting by machine research techniques.
3. Establish a central reference repository for intelligence documents and materials including library facilities for CIG.
4. Establish central record files of the actual location of all available potential intelligence sources and existing intelligence documentary materials pertaining to the national security (whether immediately accessible within CIG or available elsewhere).
5. Represent the Reference Center in all major inter-office and inter-agency coordination, correlation and functional activities.
6. Establish standard intelligence indexing, filing and related reference procedures, methods and techniques for both textual and graphic material.
7. Acts in an advisory capacity to the IAB agencies on intelligence reference systems and recommends action to insure the utilization of such standard reference systems.

EXECUTIVE STAFF

The Executive Staff will:

1. Coordinate administrative procedures of the Reference Center, including the establishment of tables of organization; personnel administration; budgetary space and property and equipment allocations; and security and other regulations.
2. Prepare administrative reports for signature of the Chief as required.

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